

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Agency  
Number

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0076971	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Management Systems Analyst	
3. Division Prevention and Protection Services (PPS)			12. Proposed Class Title	
4. Section Performance Improvement	For  Use  By  Personnel  Office	13. Allocation		
5. Unit Data, Performance Improvement & Systems Management		14. Effective Date		
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. 100%	Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Tony Scott	PPS Deputy Director	K0228615

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Same as above		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) Meets with PPS Deputy Director to obtain approval, information, and direction and to discuss problems relating to business system automation, CPI, and data reporting/analysis.
- b) Work planning direction and written requests for information with guidelines given orally or in writing from the Deputy Director for each project and any ongoing assignments.
- c) Some assignments are given with detailed instruction. Other assignments are given as work problem objectives by the Deputy

Director to be assessed by the employee in this position for action steps to be taken, tasks to be completed, and follow up reporting to the Deputy Director.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
30%	E	<p><b><u>Business Systems Automation</u></b></p> <p>This position assists the PPS Performance Improvement Deputy Director in business automation management by working directly with ITS in the overall development, functional system maintenance and design for all aspects of PPS systems thru input on planning, system design, test criteria, and verifying the system design meets user functionality requirements. This position works with PPS management to plan system implementation, training and delivery of system modifications and enhancements to the user community. Working in conjunction with system trainers, this position is responsible for assisting in the development of the training curriculum and the development of materials and delivery of training if necessary. This position is also responsible for identifying system related problems and working with ITS staff to review, analyze, develop, and implement potential resolutions.</p>
30%	E	<p><b><u>Continuous Performance Improvement Process</u></b></p> <p>This position assists in managing the Continuous Performance Improvement (CPI) process for the division of Prevention and Protection Services (PPS). Develops and Administers Performance Improvement Plans as part of federal and/or state reviews and federal and state outcomes. Fosters teamwork using a systematic problem solving process and cycle of learning and improvement approach to include assisting in the following tasks:</p> <ul style="list-style-type: none"> <li>• Development, organization and administration of activities related to CPI for Prevention and Protection Services.</li> <li>• Coordinates development and activities with the PPS Performance Improvement Deputy Director to ensure seamless coordination of Case Read activities and processes.</li> <li>• Facilitate &amp; assist in management of CPI processes to meet the needs of PPS, children and families.</li> <li>• Promotes proper utilization of CPI principles and processes to internal and external stakeholders.</li> <li>• Maintains an up-to-date knowledge of Continuous Performance Improvement best practices, and Continuous Quality Improvement practices used in Child Welfare.</li> </ul>
30%	E	<p><b><u>Performance Reporting and Data Analysis</u></b></p> <p>This position assists with the responsibility for analyzing data to monitor performance and outcomes of the agency child welfare programs. Prepares descriptive reports for presentation and works closely with team members of the Data Unit to identify and provide data and reports in a manner which allows for in-depth analysis. Identifies concerns, and trends regarding child welfare services, outcomes and performance. Interprets, evaluates, presents and utilizes data to support evaluation of the effectiveness of programs and policies. Maintains a current knowledge of policies and practices for PPS.</p> <p>Reports findings to program and management staff, including regions, child welfare providers, stakeholders, communities, and others. Coordinates with Program, Data Unit and other staff to provide accurate and timely performance and outcome reports to PPS Leadership, the public, including stakeholders, the legislature, courts and other customers under.</p>

10%	E	Other Duties as Assigned.
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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
 ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- (X) Minimal property damage, minor injury, minor disruption of the flow of work.  
 ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
 ( ) Major program failure, major property loss, or serious injury or incapacitation.  
 ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform the essential functions of this position may cause multi-million dollar federal fiscal sanctions, potential lawsuits, and may result in severe financial loss to the State of Kansas.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts will be made with PPS Administration, IT Technical staff, PPS field Administration and staff, as well as various DCF divisions and public entities.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomforts typical of most offices. The likelihood of injury is remote.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: Personal Computer, Printer/Scanner, telephone, calculator.

Occasional: Fax machine, copier, and presentation projector.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

2 years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

Experience with the Prevention and Protection Services Program.

Experience with PPS systems such as FACTS, KIPS, KIDS, and KEES.

Experience with Microsoft Office products.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain Security Clearance throughout employment.

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Signature of Employee

Date

Signature of Personnel Official

Date

**Approved:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority

Date